JJUS 5344 Alternatives to Incarceration
Spring 2024 – 8B

Instructor: David A. Rembert

Section # and CRN: Z01 and 25182

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Office Hours: Mondays and Wednesdays, 8:00 a.m. to 9:00 a.m. and 10:00 a.m. to 12:00 p.m.

Virtual Office Hours: Virtual Conference: Zoom – By Appointment.

Mode of Instruction: Online

Course Location: Online

Class Days & Times: Online

Catalog Description: An examination of various correctional alternatives to incarceration including probation, parole, developments in the technological monitoring of offenders, and community-based reintegration and rehabilitation efforts.

Prerequisites: None

Co-requisites: None

Required Texts: Latessa, E.J., & Lovins, B. (2019). Corrections in the Community, 7th Edition. Routledge. 9781138389304

American Psychological Association. (2020). Publication Manual of the American Psychological Association (7th ed.). Washington. DC: American Psychological Association. ISBN: 9781433832161

Recommended Text(s): Additional readings provided in eCourses.

Student Learning Outcomes:

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment Core Curriculum Outcome Alignment	Core Curriculum Outcome Alignment
1	Define concepts related to corrections and their application to juvenile justice.	2	N/A
2	Identify the alternatives to confinement in the juvenile justice system.	2	N/A.
3	Critically assess the application of course concepts in practice.	2	N/A
4	Analyze current best practices in corrections and their application to the juvenile justice system.	2,3	N/A

Major Course Requirements

Method of Determining Final Course Grade

Course Grade Requirement	Value	Total
Final Exam	20%	20%
Mid Semester Exam	20%	20%
Term Paper Assignments	20%	20%
Assignments	20%	20%
Discussion Forums	20%	20%
Total Points/Percentage	100%	100%

Grading Criteria and Conversion

Grades	Percentages	
A =	90	100
B =	80	89
C =	70	79
D =	60	69
F =	0	59

If a student has stopped attending the course (i.e. "stopped out") at any point after the first day of class but did not officially withdraw from the course and has missed assignments and exams, including the final exam, and performed below the grade level of a D, a grade of FN (failed-nonattendance) will be assigned for the final course grade to ensure compliance with the federal Title IV financial aid regulations. In contrast, if the student has completed all assignments and exams, including the final exam, but performed below the grade level of a D, a grade of F will be assigned for the final course grade.

Detailed Description of Major Assignments

Assignment Title or Grade Requirement	Description
Final and Midterm Exams	The Final and Midterm Exams are each worth 20% of your overall grade. Questions may be comprised of short answers and essay questions. No late submissions will be permitted. Therefore, it is recommended that you start each exam as early as possible. Detailed information/instructions for each exam will be posted in eCourses. Both exams will be scheduled per the course schedule below.
Term Paper Assignments	The Term Paper Assignments are worth 20% of your overall grade. These assignments include the Research Question assignment and the Final Term Paper. Assignments' instructions/expectations and other relevant resources will be available in eCourses.

Assignment Title or Grade Requirement	Description
Assignments	The goal of assignments is to reinforce content covered in class. These assignments will be assigned throughout the semester. Information/expectations along with relevant information will be provided in eCourses. Together, these assignments are worth 20% of your overall grade.
Discussion Forums	Discussion Forums are worth 20% of your overall grade. Original posts require a minimum of 250 words concerning the course material for that week and two response posts (each 150 words minimum) to fellow classmates' original postings. Response posts should involve significant follow-ups beyond superficial responses such as "I agree" and other similar comments. Original Posts are generally due on Wednesdays before 11:59pm CST while the two Response Posts are generally due on Saturdays before 11:59pm CST.

Course Procedures or Additional Instructor Policies

- **Excused Absences:**
  - o Students are allowed to make up assignments if they have the appropriate documentation for their absence from the Office of Student Affairs. There are only four acceptable excuses for a student to make-up missed assignments: **(1)** Medical/Disability, **(2)** Funeral Attendance, **(3)** Mandatory Courtroom Appearance, and **(4)** PVAMU event/participation.
    - ▪ Upon receiving your documentation from the Office of Student Affairs, I will make an appointment with any of the Faculty/Staff at the Office of Student Affairs to verify the authenticity of your excuse. **Note:** everybody on campus knows that students can obtain and fill out the form for an excused absence without actually going to Student Affairs and then present the form to their professor as official documentation. In addition, everybody on campus knows that a student can easily present the Office of Student Affairs with a fake doctor's note, and they will write you an official excuse for your absence.
      - • If I determine that your documentation is fake or falsified, you will receive a grade of zero for that assignment.
  - o Students are required to provide Dr. Rembert with their official excuse of absence from the Office of Student Affairs on the first day they return to class.
  - o Make-Up assignments will be administered during the last week of class and will be different from the assignment(s) missed.
- **Unexcused Absences:**
  - o If your excuse for being absent, does not fit into these four categories, (1) Medical/Disability, (2) Funeral Attendance, (3) Mandatory Courtroom Appearance, and (4) PVAMU event/participation, you will receive a grade of zero on that assignment.

- o   Students submitting assignments after the due date without the appropriate documentation from the Office of Student Affairs will receive a grade of zero on that assignment.
- o   If another student submits your assignment on or after the due date, and without the appropriate documentation from the Office of Student Affairs, you will receive a grade of zero on that assignment. **Note:** I have known students cheat using this technique.

Department Policy on Mobile Devices and Technology:

It is imperative that instructors be afforded reasonable authority to manage the classroom learning environment. An important component of the management of the classroom environment is control of topic and pedagogical method. Empirical data shows that student use of mobile devices and other forms of technology that are not approved by the instructor for the educational endeavor of interest serve as distractors to student attention. When students attempt to divide their time between paying attention to the classroom topic and/or pedagogical method used by the instructor and the use of a mobile device, the student may miss important course content or details. Unsanctioned use of mobile devices or technology by a student may also serve as a substantial distraction to other students enrolled in the course.

It is the policy of the Department of Justice Studies that during examinations, no mobile device or other form of technology be placed in the student's work area, visible by the student, or within an arm's length reach of the student. The instructor of record may and is encouraged to further elaborate his or her own course-specific mobile device policies in writing in the course syllabus as an amendment. **Electronic Devices:** Students will not be allowed to use electronic devices during quizzes or exams. Violations of this policy will result in the student being dismissed from class, receiving a zero on the quiz or exam.

NOTE: Syllabi is subject to change with advance notice.

Course Textbook: If you do not have a textbook, you are still required to submit course work. Read the following if you do not have a textbook:

Below are four strategies for students who are forced to survive without their textbooks.

Study Buddies and Groups

Working with a study buddy or study group can help students in two ways. First, you'll have the opportunity to interact with fellow students and participate in stimulating discussions. Second, you'll likely be able to borrow someone's textbook during study sessions.

Take Copious Notes

If you're working through a course without the required textbooks, take careful, copious notes. Listen for important concepts that the professor repeats or writes on the board or in hand-outs. With this strategy, it's important not to miss a single class or lecture.

Online Resources

Following the detailed notes you took, utilize the vast amount of resources available online to further research the topic. Some OpenCourseWare programs may offer the information you

need free of charge. Even better, a helpful peer may have uploaded a version of the book or chapter you need to the web.

Libraries

It may seem old-fashioned, but libraries can still be a great place to find books! Both university and public libraries are rich with journals, scholarly articles and sometimes even copies of that much-needed textbook.

Tardiness and Absenteeism are NOT encouraged: a considerable amount of information will be covered each week. Of course, classes will begin on time. If for some reason you will be absent for more than one class during the semester, call the instructor to let him or her know. YOU are responsible for materials covered in any classes that you miss. The instructor will be available for clarification on lecture materials. Please see the latest version of the undergraduate handbook for the university attendance policy.

LATE ASSIGNMENTS/MAKE-UP ASSIGNMENTS: I will not accept late work, make-up work, or other assignments for credit under any circumstance. I encourage students to work ahead of the posted deadlines.

PREPARING FOR EMERGENCIES: I encourage each student to have a backup plan in case emergency circumstances arise while you are enrolled in this course (e.g., computer crash, natural disaster, medical emergency, etc.). I recommend the following:

- Save your work and maintain backups that are easily accessible to you. For instance, you could save copies of your work to a flash drive or cloud storage (e.g., Dropbox, Google Drive, Microsoft OneDrive, etc.). When your primary computer crashes, be sure to have backup copies to minimize your losses.
- Locate and make sure you can access a secondary computing source. In case you lose your primary computing source that you rely on to complete assignments, be sure to plan ahead and locate alternate computers or devices you can use to complete the necessary work in this course. Examples could be making a trip to a campus computer lab, visiting your local library, or relying on someone you trust to help you as needed.
- Locate and make sure you can access a secondary Internet source. Have a plan on how you will access the Internet to complete and submit your coursework if your primary source becomes unavailable. For instance, if you live near campus, you can use your credentials to log on to computers in the campus labs, visit your local library, go to your favorite coffee shop, find guest access from a public school, or rely on someone you trust to help you as needed.

Expect no extra credit assignments.

Incompletes are rarely given. Please see the university handbook for the university policy on the assignment of "incomplete" grades. NOTE: Students who have a failing average in a course cannot receive an incomplete grade.

Academic Misconduct: (e.g., plagiarism, cheating or collusion) [see Student Handbook] will not be tolerated!!! Anyone caught engaging in any such activities – FAILS the course!!! Having an electronic device on during a closed book examination will result in an assumption of cheating and an "F" in the course. Criminal Justice demands persons of impeccable integrity.

* If you encounter problems in meeting any of these requirements, do not hesitate to utilize my office hours.

Submission of Written Assignments: Written assignments should be typed, double-spaced and in APA format per the 6th edition of the manual. Assignments are due as indicated in the Semester Calendar.

Formatting Documents: Microsoft Word is the standard word processing tool used at PVAMU. If you are using other word processors, be sure to use the "save as" tool and save the document in either Microsoft Word, Rich-Text, or plain text format.

Semester Calendar (March 18 - May 10, 2024)

- **Week One: Mar 18-24**
  - Topic: The Criminal Justice System, Pretrial Bond, Bail, Diversion, and Community Corrections
  - Readings: Latessa & Lovins (2019): Chapters 1-3
  - Assignments: Discussion Forum #1, Assignment #1, Research Question for Term Paper
- **Week Two: Mar 25-31**
  - Topic: Probation, Parole, Roles of Probation and Parole Officers, and Life without Parole
  - Readings: Latessa & Lovins (2019): Chapters 4-5 & 7
  - Assignments: Discussion Forum #2, Assignment #2
- **Week Three: Apr 1-7**
  - Topic: Treatment of Offenders
  - Readings: Latessa & Lovins (2019): Chapters 6, 8-9
  - Assignments: Discussion Forum #3, Assignment #3
- **Week Four: Apr 8-14**
  - Topic: Residential, Nonresidential Programs and Alternatives & Midterm Exam
  - Readings: Latessa & Lovins (2019): Chapter 10
  - Assignments: Midterm Exam
- **Week Five: Apr 15-21**
  - Topic: Special Populations in Community Corrections
  - Readings: Latessa & Lovins (2019): Chapters 11-12
  - Assignments: Discussion Forum #4, Assignment #4
- **Week Six: Apr 22-28**
  - Topic: Problem-Solving Courts
  - Readings: Latessa & Lovins (2019): Chapter 13
  - Assignments: Term Paper
- **Week Seven: Apr 29 - May 5**
  - Topic: Evaluating Community Corrections
  - Readings: Latessa & Lovins (2019): Chapter 14
  - Assignments: Final Exam preparation
- **Week Eight: May 6-7**
  - Topic: The Future of Corrections in the Community & Final Exam
  - Readings: Latessa & Lovins (2019): Chapter 15
  - Assignments: Final Exam

Student Support and Success

John B. Coleman Library
The John B. Coleman Library's mission is to enhance the scholarly pursuit of knowledge, to foster intellectual curiosity, and to promote life-long learning and research through our innovative services, resources, and cultural programs, which support the Prairie View A&M University's global mission of teaching, service, and research. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. Library Website Phone: 936-261-1500

Academic Advising Services
Academic Advising Services offers students various services that contribute to student success and lead toward graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students connect to success early in the semester. We help refer students to the appropriate academic support services when they are unsure of the best resource for their needs. Faculty advisors support some students in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors within Academic Advising Services are available to all students. We are located across campus. Find your advisor's location by academic major on the advising website. Phone: 936-261-5911

The University Tutoring Center
The University Tutoring Center (UTC) offers free tutoring and academic support to all registered PVAMU students. The mission of UTC is to help provide a solid academic foundation that enables students to become confident, capable, independent learners. Competent and caring staff and peer tutors guide students in identifying, acquiring, and enhancing the knowledge, skills, and attitudes needed to reach their desired goals. Tutoring and academic support are offered face-to-face in the UTC and virtually in online sessions. Other support services available for students include Supplemental Instruction, Study Breaks, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: pvtutoring@pvamu.edu; University Tutoring Website

Writing Center
The Writing Center provides well-trained peer tutors to assist students with writing assignments at any stage of the writing process. Tutors help students with various writing tasks from understanding assignments, brainstorming, drafting, revising, editing, researching, and integrating sources. Students have free access to Grammarly online writing assistance. Grammarly is an automated proofreading and plagiarism detection tool. Students must register for Grammarly by using their student email address. In addition, students have access to face-to-face and virtual tutoring services either asynchronously via email or synchronously via Zoom. Location: J. B. Coleman Library, Rm. 209; Phone: 936-261-3724; Writing Center Website, Grammarly Registration

Panther Navigate
Panther Navigate is a proactive system of communication and collaboration between faculty, academic advisors, and students that is designed to support student success by promptly identifying issues and allowing for intervention. Panther Navigate helps students by providing a central location to schedule advising appointments, view campus resources, and request assistance. Students who recognize that they have a problem that negatively affects their

academic performance or ability to continue school may self-refer an academic early alert. To do so, students will log in to Canvas and click on Student Alerts on the left sidebar within a course. Students also have the option to download the Navigate Student app. Phone: 936-261-5902; Panther Navigate Website

Student Counseling Services

The Student Counseling Services offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and assists students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Hobart Taylor, 2nd floor; Phone: 936-261-3564; Health & Counseling Center Website

Office of Testing Services

The Office of Testing Services serves to facilitate and protect the administration of educational and professional exams to aid students, faculty, staff, and the community in their academic and career goals. We provide proctoring services for individuals who need to take exams for distance or correspondence courses for another institution, exams for independent study courses, or make-up exams. In order for a proctored exam to be administered by our office, the instructor of the course must first submit the online PVAMU Testing Services – Test Proctoring Form (this form can only be completed by the instructor) to the Office of Testing Services 72 hours prior to the first exam being administered. Once the Test Proctoring Form has been submitted, the instructor will inform their testers so they can then register for an appointment with our office on one of the selected proctored exam test dates within the testing window for the exam and pay the applicable fees. To access the OTS – Test Proctoring Form, to schedule a proctored exam appointment, or to find more information about our proctoring services, please visit the OTS – Proctoring Service website. Location: Wilhelmina Delco, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: aetesting@pvamu.edu; Testing Website

Office of Diagnostic Testing and Disability Services

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, contact the Office of Disability Services. As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring non-standardized test administrations, ASL interpreters, ALDs, digital recorders, Livescribe, and a comprehensive referral network across campus and the broader community. Location: Hobart Taylor, Rm. 1D128; Phone: 936-261-3583; Disability Services Website

Center for Instructional Innovation and Technology Services (CIITS)

Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend classes in the traditional manner. CIITS supports student learning through online, hybrid, web-

assist, and 2-way video course delivery. For more details and contact information, visit CIITS Student Website. Phone: 936-261-3283 or email: ciits@pvamu.edu.

Veteran Affairs
Veteran Services works with student veterans, current military, and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall, Rm. 102; Phone: 936-261-3563; Veteran Affairs Website

Office for Student Engagement
The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development, and campus governance. Location: Memorial Student Center, Rm. 221; Phone: 936-261-1340; Student Engagement Website

Center for Careers & Professional Development
This center supports students through professional development, career readiness, and placement and employment assistance. The center provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the center website for information regarding services provided. Location: Anderson Hall, 2nd floor; Phone: 936-261-3570; Center for Careers & Professional Development Website

University Rules and Procedures
Academic Misconduct
Academic dishonesty is defined as any form of cheating or dishonesty that has the effect or intent of interfering with any academic exercise or fair evaluation of a student's performance. The college faculty can provide additional information, particularly related to a specific course, laboratory, or assignment.

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with the *University Administrative Guidelines on Academic Integrity*, which can be found on the Academic Integrity webpage. Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the *University Administrative Guidelines on Academic Integrity*, the University Online Catalog, and the Student Code of Conduct, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to academic sanctions, any student found to have committed academic misconduct that is also a violation of criminal law may also be subject to disciplinary review and action by the Office of Student Conduct (as outlined in the Student Code of Conduct).

Forms of Academic Dishonesty:
1. Cheating: Deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized

use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher;

2. Plagiarism: Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another's paper or answers, failure to identify information or essays from the internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks;

3. Collusion: When more than one student or person contributes to a piece of work that is submitted as the work of an individual;

4. Conspiracy: Agreeing with one or more persons to commit an act of academic/scholastic dishonesty; and

5. Multiple Submission: Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

PVAMU's General Statement on the Use of Generative Artificial Intelligence Tools in the Classroom
Generative Artificial Intelligence (GAI), specifically foundational models that can create writing, computer code, and/or images using minimal human prompting, are increasingly becoming pervasive. Even though ChatGPT is one of the most well-known GAIs currently available, this statement includes any and all past, current, and future generations of GAI software. Prairie View A&M University expects that all work produced for a grade in any course, be it face-to-face or virtual, will be the sole product of a student's endeavors to meet those academic goals. However, should an instructor permit their students to use artificial intelligence as a resource or tool, students must not substitute the substance of their original work with the results of using such GAI tools. This clearly violates the [University's Administrative Guidelines on Academic Integrity](#) and its underlying academic values.

Nonacademic Misconduct
The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the ability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. The Office of Student Conduct will adjudicate such incidents under nonacademic procedures.

Sexual Misconduct
Sexual harassment of students and employees at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating the university's sexual harassment policy will be subject to disciplinary action. In accordance with the Texas A&M University System guidelines, your instructor is obligated to report to the Office of Title IX

Compliance (titleixteam@pvamu.edu) any instance of sexual misconduct involving a student, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which the instructor becomes aware during this course through writing, discussion, or personal disclosure. The faculty and staff of PVAMU actively strive to provide a learning, working, and living environment that promotes respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like assistance or have questions, they may contact the Title IX Coordinator, Dr. Zakiya Brown, at 936-261-2144 or titleixteam@pvamu.edu. More information can be found at Title XI Website, including confidential resources available on campus.

Protections and Accommodations for Pregnant and Parenting Students
The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex, sexual orientation, and gender identity in education programs or activities that receive federal financial assistance. This protection includes those who may be pregnant and parenting. Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Students seeking accommodations related to pregnancy or parenting should contact the Office of Title IX for information, resources, and support at titleixteam@pvamu.edu. Additional information and/or support may be provided by the Office of Disability Services or the Office of the Dean of Students.

Non-Discrimination Statement
Prairie View A&M University does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity in its programs and activities. The University is committed to supporting students and complying with The Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of discrimination or harassment, we encourage you to report it. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Director of Equal Opportunity & Diversity has been designated to handle inquiries regarding the non-discrimination policies and can be reached at Harrington Science Building, Suite 109, or by phone at 936-261-1744 or 1792.

Class Attendance Policy (See the University Online Catalog for Full Attendance Policy)
Prairie View A&M University requires regular class attendance. Attending all classes supports the full academic development of each learner, whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or the Internet. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in the assignment of a grade of "F." Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.

Makeup Work for Legitimate Absences
Prairie View A&M University recognizes that there are a variety of legitimate circumstances in which students will miss coursework and that accommodations for makeup work will be made. If a student's absence is **excused**, the instructor must either provide the student an opportunity to make up any quiz, exam, or other work contributing to the final grade or provide a satisfactory alternative by a date agreed upon by the student and instructor. Students are encouraged to

work with instructors to complete makeup work before known scheduled absences (University-sponsored events, administrative proceedings, etc.). Students are responsible for planning their schedules to avoid excessive conflicts with course requirements.

Absence Verification Process
All non-athletic absences (e.g., Medical, Death/Funeral, Court/Legal-related, etc.) for which a student seeks to obtain a valid excuse must be submitted to the Dean of Students/Office of Student Conduct, with supporting documentation, for review and verification. Please use the [Online Reporting Forms](#) to access/complete/submit the *Request for a University Excused Absence* form for an excuse. Upon receipt, a staff member will verify the documentation and provide an official university excuse, if applicable. The student is responsible for providing the official university excuse issued by the Office for Student Conduct to the professor(s). Questions should be directed to the Dean of Students via email: deanofstudents@pvamu.edu or phone: (936) 261-3550 or Office for Student Conduct via email: studentconduct@pvamu.edu or phone: (936) 261-3524.

Student Academic Appeals Process
Authority and responsibility for assigning grades to students rest with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the University Online Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

Technical Considerations
Minimum **Recommended Hardware and Software:**

- Intel PC or laptop with Windows 10 or later version; Mac with OS Catalina
- Smartphone or iPad/tablet with wi-fi*
- High-speed internet access
- 8 GB memory
- Hard drive with 320 GB storage space
- 15" monitor, 1024 x 768, color
- Speakers (internal or external)
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, or Firefox

Note: Be sure to enable Java & pop-ups in the web browser preferences

* Some courses may require remote proctoring. At this time only Chromebooks, laptops, and desktops running Windows or Mac work with our proctoring solution, but iPads are not compatible. Most other applications will work with Android or Apple tablets and smartphones.

Participants should have a basic proficiency of the following computer skills:

- Sending and receiving email
- A working knowledge of the Internet
- Microsoft Word (or a program convertible to Word)

- Acrobat PDF Reader
- Windows or Mac OS
- Video conferencing software (Zoom)

Netiquette (online etiquette)
Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussion boards. Foul or abusive language will not be tolerated. Do not use ALL CAPS for communicating to others AS IT CAN BE INTERPRETED AS YELLING. Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you." Limit and possibly avoid the use of emoticons. Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post, and the message might be taken seriously or sound offensive.

Video Conferencing Etiquette
When using Zoom, WebEx, or other video conferencing tools, confirm the visible area is tidy, clear of background clutter, inappropriate or offensive posters, and other distractions. Ensure you dress appropriately and avoid using high traffic or noisy areas. Stay muted when you are not speaking and avoid eating/drinking during the session. Before the class session begins, test audio, video, and lighting to alleviate technology issues.

Technical Support
Students should go to [Password Reset Tool](#) if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Center for Instructional Innovation and Technology Services at 936-261-3283 or email ciits@pvamu.edu.

Communication Expectations and Standards
Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.

Discussion Requirement
Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can occur in a seminar fashion. The use of the discussion board will accomplish this. The instructor will determine the exact use of discussion boards.

It is strongly suggested that students type their discussion postings in a word processing application such as Word and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, copy and paste to the discussion board.

COVID-19 Campus Safety Measures
In accordance with the latest guidelines from the PVAMU Health Services, the following measures are in effect until further notice.

- Students who are ill will be asked to adhere to best practices in public health, such as masking, handwashing, and social distancing, to help reduce the spread of illness across campus.
- Mandatory self-reporting will no longer be required by students. Students will be responsible for communicating with their professors regarding COVID, similarly to any other illness.
- There will be no mandatory isolation. Students who are too ill to engage in classroom activities will be responsible for securing the appropriate documentation to support the absence.
- Students who self-isolate will be responsible for communicating with their professors and securing an excuse from Student Conduct.
- All students will have access to TimelyCare, a telehealth platform that provides virtual medical care 24/7 and by appointment in the Student Health Clinic. Students are encouraged to enroll with TimelyCare at the beginning of the semester, at timelycare.com/pvamu.
- Students will have access to COVID testing in the Student Health Clinic by appointment. Testing is for students who are symptomatic ONLY.